

3/2-201

TRACT-A-FILE

U. S. PATENTS PENDING

PATENT OFFICE

THE

AUG 27 1959

DIVISION 8

TRULY MODERN APPROACH

TO FILING,

RECORD KEEPING

AND

VOLUME STORAGE

TRACT-A-FILE CATALOG 101
RAMSEY COMPANY • PHILADELPHIA 6, PA.

WOULD YOU LIKE . . .

To • SPEED YOUR FILING OPERATIONS
• SAVE SPACE
• SIMPLIFY YOUR STOREKEEPING



The man responsible for a TRACT-A-FILE installation in one U. S. Government Agency has just explained its features to a man from another Agency.

If so . . .

This is your introduction to TRACT-A-FILE . . .

a NEW concept in FILING, RECORD KEEPING and VOLUME STORAGE of merchandise and other material normally kept on shelves.

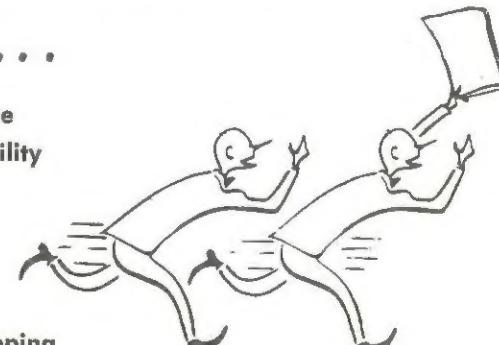
TRACT-A-FILE overcomes all disadvantages of ordinary drawer files and shelving—does not sacrifice any of the advantages.

Management likes TRACT-A-FILE because of . . .



- Greater Accuracy
- Speed
- Saving of Space
- Appearance
- Lower Equipment Costs
- Safety
- Better Housekeeping

File Clerks and the Boys in the Stock Room like TRACT-A-FILE because of . . .



because of . . .

- Reduced Fatigue
- Improved Visibility
- Convenience
- Appearance
- Safety
- Speed
- Better Housekeeping

Tugging at heavy cabinet drawers is eliminated—loss of material back of drawers cannot occur—no open drawers to block aisles—complete visibility and accessibility prevents standing in line—long and time-consuming errands eliminated.

For shelf goods—shelving of correct size may be

used for convenience of access—accurate inventory accounting and ease of cleaning.

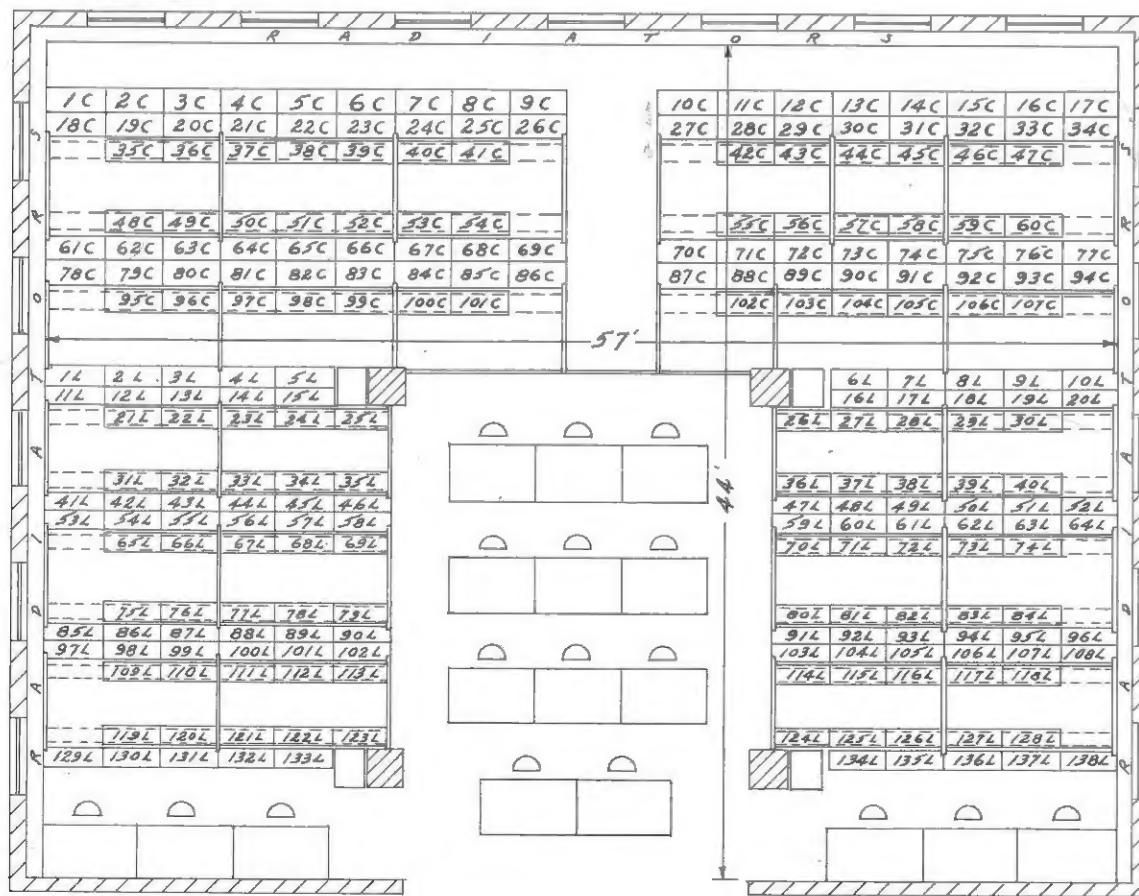
TRACT-A-FILE is easy to install—easy to move from one area to another. There is no anchoring to ceilings or walls—no mutilation of floors.

You will like TRACT-A-FILE when you learn the advantages it offers.



TRACT-A-FILE EQUIPMENT IN THIS ROOM

138 each of Models 3210 and 4200—Capacity—2696.75 linear feet,
107 each of Models 3510 and 4500—Capacity—2090.91 linear feet.



TRACT-A-FILE Saves Dollars... Many Dollars

SAVINGS the FIRST YEAR—are expected to be 50% more than the entire cost of the TRACT-A-FILE equipment.

SAVE PEOPLE—The concentration in a single area made possible the reduction of 21% in working personnel.

SAVE SPACE—Two separate installations were combined in a single room. 40% of total space released for other purposes.

SAVE TRAVEL—Some of the savings made possible by elimination of travel time between the two locations in use before the consolidation.

AN INTERESTING SIDELIGHT—Had drawer files and shelves been procured at prices prevailing at time of purchase the cost would have been 50% greater than the cost of TRACT-A-FILE.

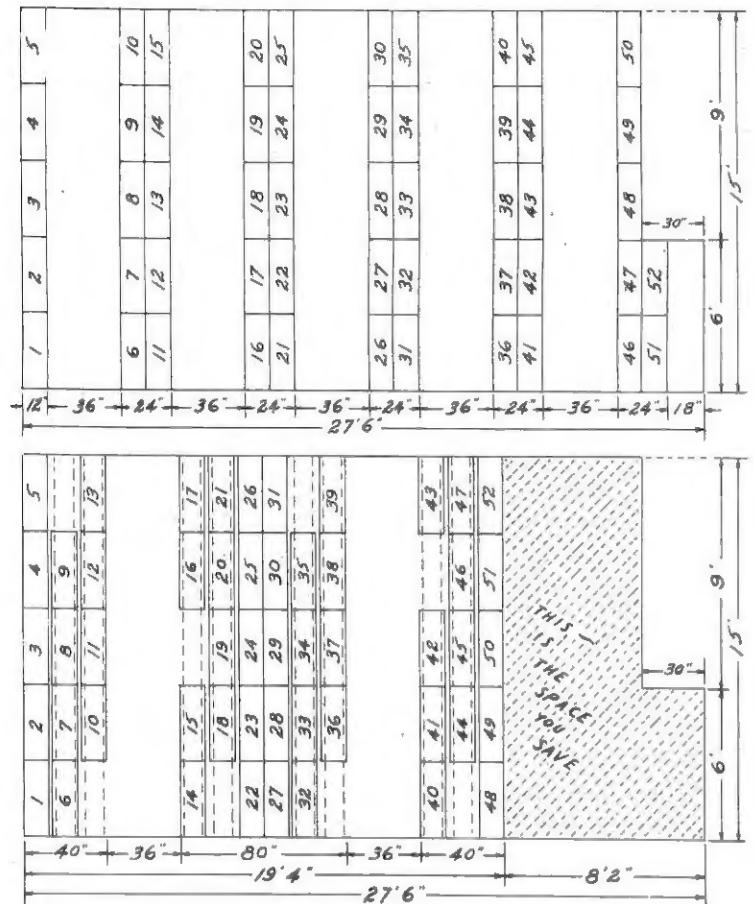
BEFORE TRACT-A-FILE—this room contained 1576 linear feet of letter size material in five-drawer files — plus 14 desks.

WITH TRACT-A-FILE—this room now contains 2311 linear feet of letter size material and 2030 linear feet of legal size material — A TOTAL OF 4341 LINEAR FEET — plus 17 desks.

Reports

BUREAU OF SHIPS—DEPARTMENT OF THE NAVY
WASHINGTON, D. C.

TRACT-A-FILE vs. ORDINARY SHELVING



Each of the above areas represents 390 square feet of floor space. Each contains 52 units of 36" x 12"

TRACT-A-FILE saves 25.69% of your floor space — or —
TRACT-A-FILE puts 34.43% more material in the same space

Select—from the table below—the size and strength shelving best suited to your needs.

SAFE LOAD CARRYING CAPACITY OF SHELVES

Shelf Size Inches	Square Feet per Shelf	Class				Shelf Size Inches	Square Feet per Shelf	Class				Shelf Size Inches	Square Feet per Shelf	Class			
		0	1	2	3			0	1	2	3			0	1	2	3
		Pounds per Square Foot						Pounds per Square Foot						Pounds per Square Foot			
24 x 12	2	495	625	825	1100	24 x 18	3	330	417	550	733	24 x 30	5	198	250	330	440
30 x 12	2½	350	400	530	800	30 x 18	3¾	233	267	353	534	30 x 30	6¼	140	160	212	320
36 x 12	3	253	300	405	600	36 x 18	4½	169	200	270	400	36 x 30	7½	101	120	162	240
42 x 12	3½	104	143	250	400	42 x 18	5¼	70	95	167	267	42 x 30	8¾	42	57	100	160
48 x 12	4	81	100	190	288	48 x 18	6	54	67	127	192	48 x 30	10	32	40	76	115
24 x 15	2½	396	500	660	880	24 x 24	4	248	313	413	550	24 x 36	6	150	208	275	367
30 x 15	3½	280	320	424	640	30 x 24	5	175	200	265	400	30 x 36	7½	117	133	177	267
36 x 15	3¾	202	240	324	480	36 x 24	6	127	150	203	300	36 x 36	9	84	100	135	200
42 x 15	4¾	83	115	200	320	42 x 24	7	52	72	125	200	42 x 36	10½	35	48	83	133
48 x 15	5	65	80	152	230	48 x 24	8	41	50	95	144	48 x 36	12	27	33	63	96

What is Your Problem?

- Build or Move
- Need Office Space
- Need Shop Space
- Present Shelving too Deep
- Increased Inventory

TRACT-A-FILE will help you solve any space problem whether you are —

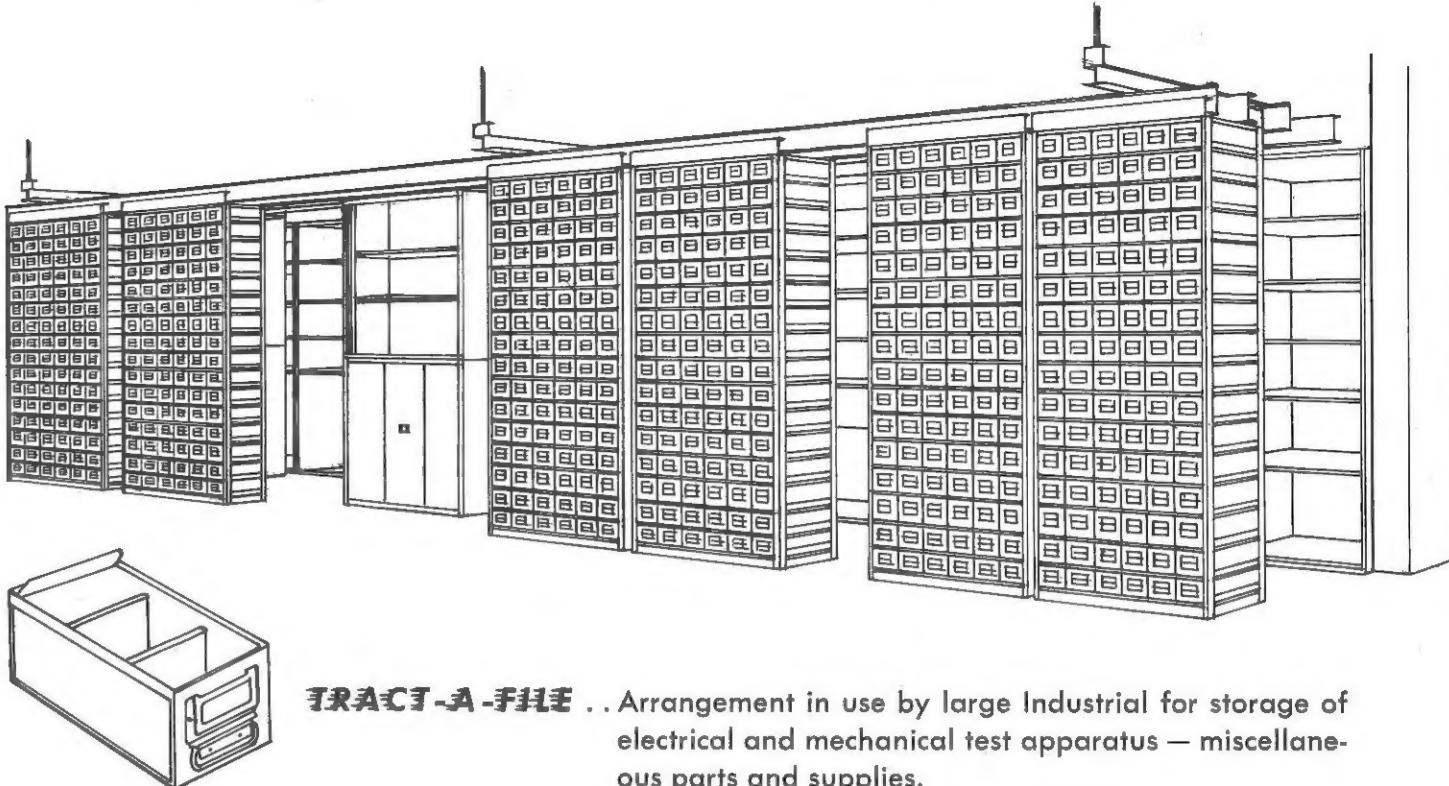
- Moving to New Quarters
- Obliged to make the best use of what you have

These are the Facts...

steel shelving. TRACT-A-FILE requires 290.1 square feet. YOU SAVE 99.9 square feet.

TRACT-A-FILE is Unexcelled for Volume Storage

TRACT-A-FILE for VOLUME STORAGE



TRACT-A-FILE . . . Arrangement in use by large Industrial for storage of electrical and mechanical test apparatus — miscellaneous parts and supplies.

Back Row 26 linear feet shelving 18" deep and 8'3" high.

Center Row 7 2-section storage cabinets 36" wide x 19½" deep with recessing doors.

Front Row 6 units shelving 36" wide x 12" deep x 8'3" high with 6 compartment boxes (adjustable partitions) per shelf. Total quantity of boxes is 576.

TRACT-A-FILE is Unexcelled for Volume Storage

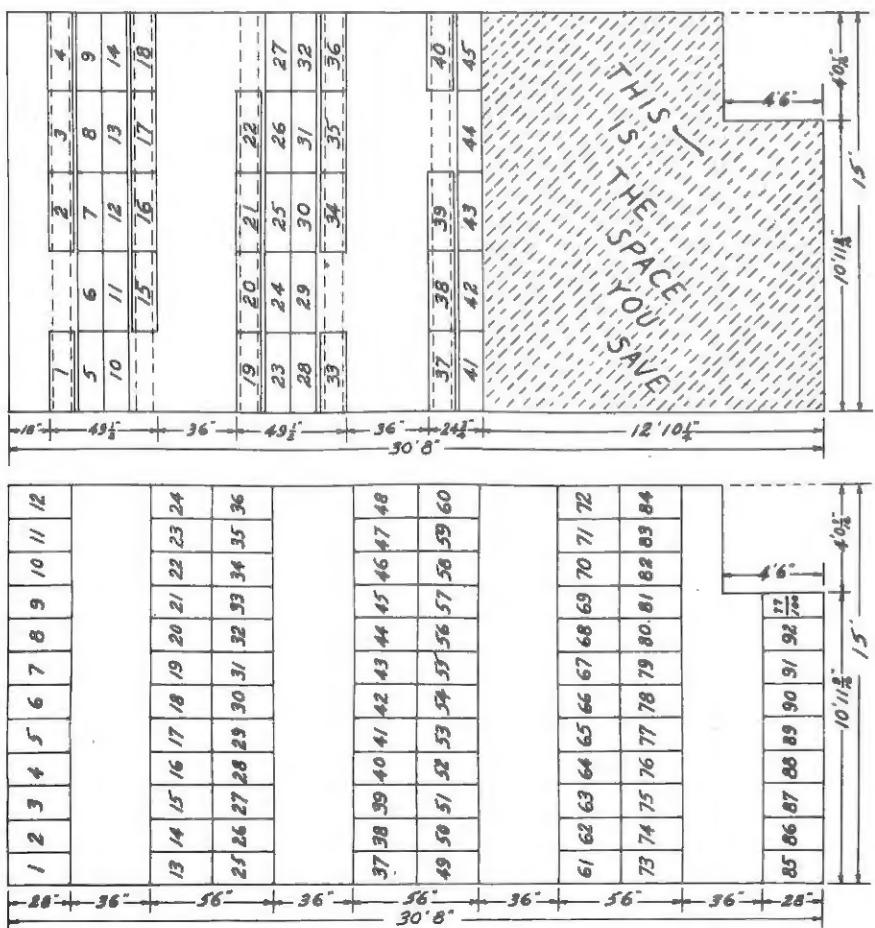
- SAFETY is assured. Fingers cannot be mashed. Units separated by rubber bumpers.
- STATIONARY CABINETS support movable ones—as usual proposition—making moves from one to another location easy. When exposed ceiling beams are present—as in above installation—they may be used to support movable units.
- YOUR PRESENT SHELVING can very likely be used to convert to TRACT-A-FILE. We can tell when we see it and shall be glad to quote prices without obligation.
- ANY MATERIAL kept on shelves — bins or drawers—can be housed in TRACT-A-FILE.
- REGARDLESS OF WEIGHT Tract-A-Files are moved easily from side to side. Each cabinet rolls on 24 2-inch ball bearing rollers.
- OVERHEAD RAILS make irregularities in floors immaterial.
- SHELF SIZES selected on basis of the correct size for the job to be done. No need to use 24" deep shelves when 2 12-inch would be better.



TRACT-A-FILE

is a

- SMART
- SAFE
- SPEEDY
- SYSTEM of
- SHELF FILING



SAVE SPACE?

BUREAU OF SHIPS
DEPARTMENT OF THE NAVY
WASHINGTON, D. C.

Uses 45 8-shelf TRACT-A-FILES to provide 1005 running feet of filing space for Specification Sheets size 8" x 10 1/2".

This is equivalent to 92.77 ordinary 5-drawer letter files having 26" filing space per drawer.

SPACE required for TRACT-A-FILE is 267 square feet.

SPACE required for 5-drawer files is 442 square feet.

SPACE SAVED is 39.53%.

ORIGINAL SPACE will house 65.54% more material.

GO SELF-SERVICE with TRACT-A-FILE

TRACT-A-FILES shown here are special size for Bureau of Ships. They house Specification Sheets, Instruction Manuals and Pamphlets in sizes up to 8" x 10 1/2".

Hanging "Home" folders—flat—are used for small quantities of thin ones.

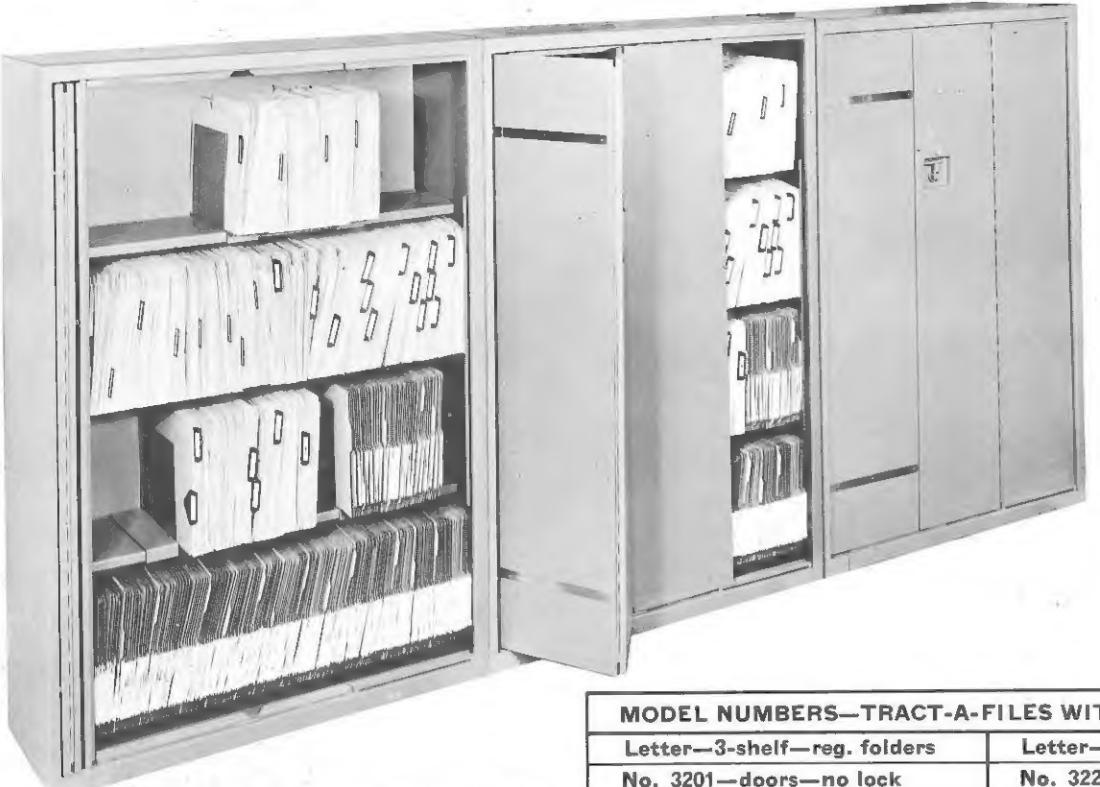
One-inch capacity "Home" folders—for average requirements.

Slideable supports—illustrated on bottom of page 15—are used to separate large amounts of bulkier material.

TRACT-A-FILE OFFERS THESE ADVANTAGES

- Saves Personnel by being made Self-Servicing
- Eliminates Waiting in Line for Service
- Keeps Material in Better Condition
- Permits Most Efficient Use of Cabinets
- Provides Increased Visibility of Captions
- Saves Time
- The People Like It





RECEDING DOORS

That fold and tuck neatly into walls of TRACT-A-FILE provide the ideal method of protecting contents from dust, flash fires and water damage.

Open in the morning for complete visibility and accessibility. Close at night in one fast operation.

BAR LOCKING arrangement gives positive protection for confidential or secret material.

LOCKING BAR hangs inside—out of the way—during daytime.

HOME OR REGULAR FOLDERS

There is a recessing door TRACT-A-FILE for each type.



Use Home Folders for Maximum Speed and Accuracy

HOME folders are equipped with thin metal strips and are suspended from tracks welded to under sides of shelves. Material is filed loose in these folders or in the folders you have been using. At transfer time—transfer contents with inner folders and re-use HOME folders.

MIS-FILINGS ELIMINATED through use of HOME folders. Material always has a "HOME." Cut-out at bottom shows when folder is empty. HOME folders easily installed and removed. Not removable accidentally.

MODEL NUMBERS—TRACT-A-FILES WITH HOME FOLDERS—NO DOORS

Letter—3-shelf—HOME folders	Legal—3-shelf—HOME folders
No. 3220—no filing shelf	No. 3520—no filing shelf
No. 3230—with filing shelf	No. 3530—with filing shelf
Letter—4-shelf—HOME folders	Legal—4-shelf—HOME folders
No. 4220—no filing shelf	No. 4520—no filing shelf
Oversize—HOME folders—for offset masters size 10" x 16"	
No. 3720—no filing shelf	No. 3721—with filing shelf

You may require TRACT-A-FILES for use with HOME folders or with regular folders. You may require TRACT-A-FILES with or without doors.

WHATEVER YOUR REQUIREMENTS—TRACT-A-FILES are made of high quality furniture steel—of

all welded construction—with baked enamel finish. Gray is standard color.

TRACT-A-FILES are pleasing to the eye and are designed to solve your TIME, SPACE and EQUIPMENT costs.

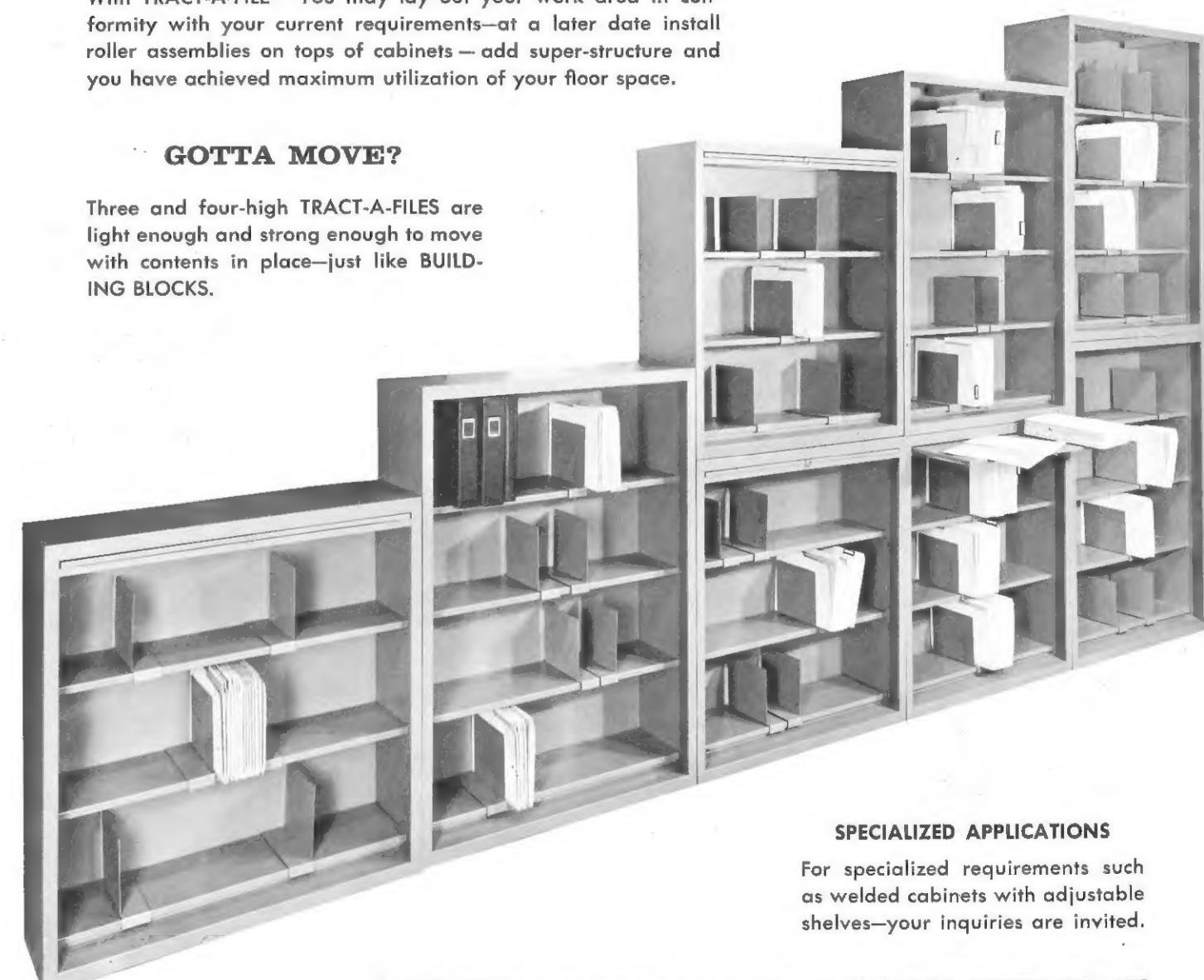
HOW ARE YA FIXED, SPACE?

INSTALL NOW—EXPAND LATER

With TRACT-A-FILE—You may lay out your work area in conformity with your current requirements—at a later date install roller assemblies on tops of cabinets—add super-structure and you have achieved maximum utilization of your floor space.

GOTTA MOVE?

Three and four-high TRACT-A-FILES are light enough and strong enough to move with contents in place—just like BUILDING BLOCKS.



SPECIALIZED APPLICATIONS

For specialized requirements such as welded cabinets with adjustable shelves—your inquiries are invited.

MODEL NUMBERS—TRACT-A-FILES WITH REGULAR FOLDERS—NO DOORS

Letter—3-shelf—reg. folders	Legal—3-shelf—reg. folders
No. 3200—no filing shelf	No. 3500—no filing shelf
No. 3210—with filing shelf	No. 3510—with filing shelf
Letter—4-shelf—reg. folders	Legal—4-shelf—reg. folders
No. 4200—No filing shelf	No. 4500—no filing shelf

FOR WEIGHTS AND DIMENSIONS
PLEASE REFER TO
PAGES 17 & 18



TRACT-A-FILE

with

- HOME FOLDERS
- RECEDING DOORS
- FILING SHELF

This combination has proved the most satisfactory solution to handling customer orders at Robert Bruce Knitwear, Inc., Philadelphia.

ACTIVITY IS GREAT . . . REFERENCE IS CONSTANT

HOME FOLDERS—in effect—isolate the orders of one customer from all others. Not present—as with ordinary folders in drawer files—is the constant adjustment of followers, straightening of folders and their contents.

RECEDING DOORS—permit opening and closing in one fast operation—complete visibility and accessibility during business hours.

FILING SHELF—provides counter height work surface at the point where it is needed. It is available as a separate unit and is "sandwiched" in between the upper and lower sections.

SPEAKING OF SPACE UTILIZATION!!!

Grouped around the column are:

- 4 Model 3210 TRACT-A-FILES, and,
- 4 Model 4200 TRACT-A-FILES

This is the equivalent of 9 4-drawer files with 26" filing capacity per drawer.

This is but one of many situations where TRACT-A-FILE does the job that no drawer file can do.

IS THERE ANY QUESTION?

Saving of TIME, SPACE and CAPITAL OUTLAY is reported through the use of shelf filing by user after user.

Saving of TIME and REDUCTION of ERRORS through the use of hanging folders in drawer files is reported by user after user.

TRACT-A-FILE WITH HOME FOLDERS?

Combine these advantages with the space saved by the TRACT-A-FILE grouping arrangement and it is easy to prove —



You will Benefit by Using TRACT-A-FILE



FIFTY-FIVE MORE DESKS
SIGNAL CORPS SUPPLY AGENCY
DEPARTMENT OF THE ARMY
PHILADELPHIA, PA.

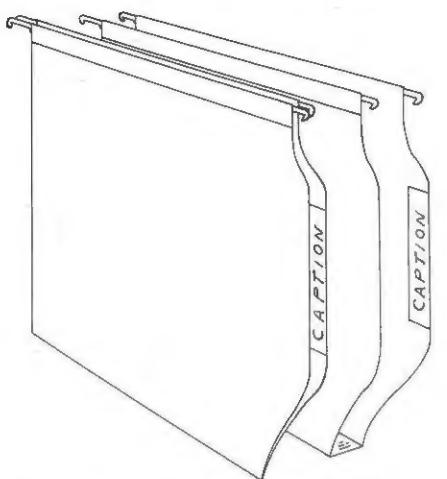
The use of TRACT-A-FILE made it possible for the Signal Corps to utilize space so efficiently there was room for an additional 55 desks.

Installation consists of 217 Model 3210 each with a Model 4200 on top. These represent 4240.5 linear feet of letter size material—equivalent to 326 five-drawer files at 130 linear filing inches each.

ADVANTAGES OF TRACT-A-FILE

- **BUILDING BLOCKS**—Select 3 or 4-shelf TRACT-A-FILES and stack one on top of the other to create openings desired. Or, use as they are to provide counter space or separate work areas.
- **SIGNALING**—Spring steel signals may be used to indicate material ready for transfer. With complete visibility, supervisor may quickly determine the space requirements.
- **NEATNESS**—Material visible to management and file clerks alike—hence not used as depository for coffee cups, shoes and the like.
- **SLIDEABLE SUPPORTS**—Locate as desired. No "worrying" dividers out of position.
- **SHORT DEPTH SHELVES**—Serve as fulcrum or pivotal point—permit use of top tabbed folders—all positions right.
- **WELDED CONSTRUCTION vs. BOLTED UNITS**—Bolted construction is more expensive in long-run. Add about 25% to initial cost each time you move.
- **REDUCE FATIGUE**—Removal of folder is much easier than opening and closing heavy drawers for insertion or removal of material.
- **CONCENTRATION OF MATERIAL**—With greatest possible utilization of space—needless and time-consuming errands reduced to a minimum.
- **VERIFICATION**—When work of trainees is to be verified—trainee permits active folder to project slightly. Supervisor can spot quickly—verify—and restore to correct position. One more operation of drawer pulling and closing has been eliminated.

TRACT-A-FILE ACCESSORIES



HOME FOLDERS

- No. 6200—Letter size—flat
- No. 6201—Letter size—1" capacity
- No. 6500—Legal size—flat
- No. 6501—Legal size—1" capacity
- No. 6700—Oversize—flat
- No. 6701—Oversize—1" capacity

NOTE—Flat folders will easily take up to 1" material—1" folders up to 2".

NOTE—Oversize folders designed specifically for housing Multilith or other masters for small offset equipment.

Use SMITH'S **OPENWINDO** STEEL GUIDES—1" or 2"—straight or angle tabs—printed or plain inserts—top or side reading—to make use



Use ENAMELED STEEL SIGNALS—straight or angle tab—available in 12 colors—printed or plain—for

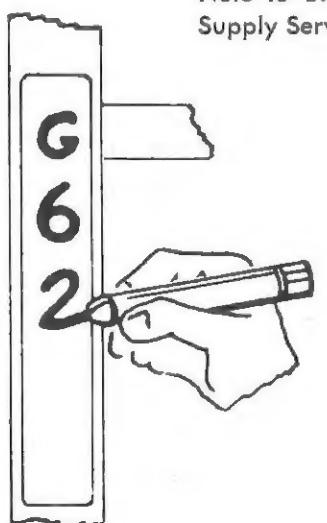
of your present folders or guides. Remove and re-use when sending your files to archives storage.



indexing and signaling. They speed and simplify your conversion to TRACT-A-FILE.



Note to U. S. Government Agencies—Smith's signals are available on Federal Supply Service Contract. Send your inquiries to us.



CONTENTS OF TRACT-A-FILE IDENTIFIED

To identify and quickly locate the contents of your TRACT-A-FILE equipment—order high-gloss, pressure sensitive Kromekote—available in strips $\frac{7}{8}$ " x $6\frac{1}{2}$ " or in sheets 10" x 13". Apply strips or cut large sheets to sizes required—letter and number with FELT TIP PENS—in colors black, blue and red.

YOUR FILING SYSTEM MAY BE . . .

ALPHABETIC • NUMERIC • ALPHA-NUMERIC • SUBJECT
GEOGRAPHIC • TERMINAL OR MIDDLE DIGIT

Whatever it is . . .

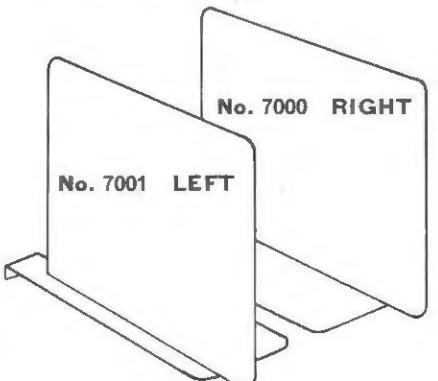
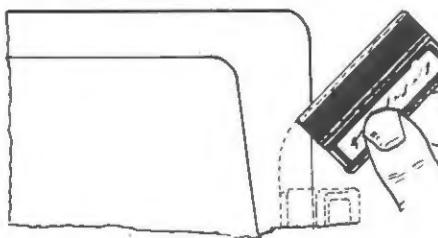
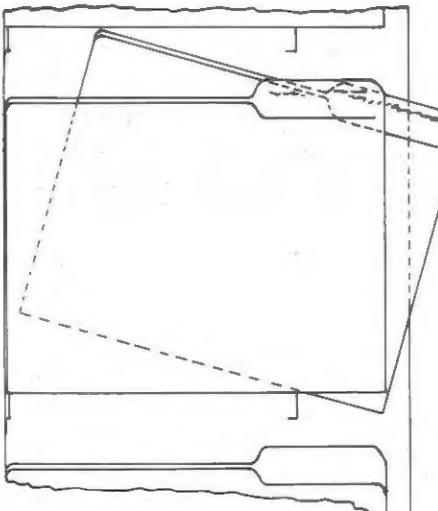
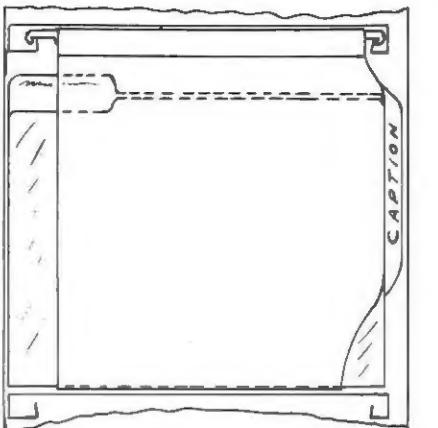
You can DO IT BEST with SHELF FILING

MAXIMUM SPEED—NO ERRORS

This is what you may expect if you use TRACT-A-FILES with HOME folders—specifically designed and tested to give you maximum efficiency.

Although easily installed and removed—HOME folders are so designated because they are intended to remain in place as long as their contents are active.

With HOME folders you may file contents loose—include several folders pertaining to any one company. Whatever you do—material always has a "home"—and the cut-out at the bottom helps you find it.



Says one INSURANCE EXECUTIVE . . .

"To file an eleven inch piece of paper, all you need is a nine inch shelf."

This is true provided you can sacrifice the speed to be realized through the use of HOME folders.

It is also true provided all top tabbed folders are in positions right or have tabs on front edges.

Nine inch deep shelf in TRACT-A-FILES of welded steel construction make removal of such folders easy—simply by pressing downward on tops of folders—using front edge of shelf as fulcrum or pivotal point.

WARNING!—If you are set up for transfer into cartons requiring "top reading"—be sure folders with tabs on ends will be acceptable.

IF NOT—consider use of SPRING STEEL TABS with vice-like grip for temporary tabbing—they are removable and may be re-used.

SHELF SUPPORTS—FOLLOW BLOCKS COMPARTMENT DIVIDERS

We call them **TRACT-A-FILE FOLLOWERS**
and they

- Slide easily left to right
- Lock positively in position desired
- Have undercoating to protect shelf finish
- Are useable with files for HOME or regular folders
- Deprive you of NO filing space



To The SPACE MAN and SAFETY ENGINEER

The above is a representative TRACT-A-FILE floor plan. The units shown may be files for correspondence or steel shelving for merchandise—or—a combination of the two.

Units identified by numbers 6-17, 38-48 and 57-61 are stationary. They rest on the floor—the same as any other units of shelf filing or steel shelving.

On the tops of these stationary units is mounted a skeleton steel frame-work. From the undersides of the cross members are suspended parallel rails—or tracks.

Movable cabinets—numbers 1-5, 18-37 and 49-56—are equipped with ball bearing roller assemblies and suspended from these parallel rails.

Each row of movable cabinets has at least one fewer than the row of stationary cabinets immediately in back of it.

For access to the stationary cabinets the movable

ones are shifted left to right as required.

Shifting from left to right is easy—four or five pounds being required to move an average cabinet.

In the case of cabinets 1-5 the cross members are supported at one end by cabinets 6-11. The other ends of the cross members are supported by pipes resting on the floor but next to a wall or column—completely out of the path of travel.

In the interest of safety, and to prevent noise, the movable cabinets are separated by rubber bumpers. Cabinets on the ends of each row have safety stops to prevent their running off the tracks.

Since you can work in increments of approximately 12 inches you can usually pack a room to its maximum capacity—at the same time allowing comfortable aisle space.

Being completely self-supporting, there is no mutilation of walls, floors or ceilings with TRACT-A-FILE.

MODEL NUMBERS—DIMENSIONS—PRICES AND WEIGHTS

Model	Shelves or Openings	Uses HOME Folders	Filing Shelf	Doors		Dimensions Outside			Price	Approx. Net Weight
				Yes—No	Locking	High	Wide	Deep		
3200	3	no	no	no	no	36½	36	12½	\$33.70	55
3201	3	no	no	yes	no	36½	36	14	68.00	79
3202	3	no	no	yes	yes	36½	36	14	73.50	80
3210	3	no	yes	no	no	38	36	12½	39.70	67
3220	3	yes	no	no	no	36½	36	12½	38.00	62
3221	3	yes	no	yes	no	36½	36	14	76.25	86
3222	3	yes	no	yes	yes	36½	36	14	82.50	87
3230	3	yes	yes	no	no	38	36	12½	44.00	73

Model	Shelves or Openings	Uses HOME Folders	Filing Shelf	Doors		Dimensions Outside			Price	Approx. Net Weight
				Yes—No	Locking	High	Wide	Deep		
3500	3	no	no	no	no	36½	36	15½	\$35.70	62
3501	3	no	no	yes	no	36½	36	17	76.25	86
3502	3	no	no	yes	yes	36½	36	17	82.50	87
3510	3	no	yes	no	no	38	36	15½	41.70	73
3520	3	yes	no	no	no	36½	36	15½	39.70	68
3521	3	yes	no	yes	no	36½	36	17	83.75	93
3522	3	yes	no	yes	yes	36½	36	17	90.00	94
3530	3	yes	yes	no	no	38	36	15½	45.00	75

Model	Shelves or Openings	Uses HOME Folders	Filing Shelf	Doors		Dimensions Outside			Price	Approx. Net Weight
				Yes—No	Locking	High	Wide	Deep		
3720	3	yes	no	no	no	38	36	16¾	\$57.50	75
3721	3	yes	no	yes	no	38	36	18¼	105.00	100
3722	3	yes	no	yes	yes	38	36	18¼	111.00	101
3730	3	yes	yes	no	no	39½	36	16¾	65.00	85

Model	Shelves or Openings	Uses HOME Folders	Filing Shelf	Doors		Dimensions Outside			Price	Approx. Net Weight
				Yes—No	Locking	High	Wide	Deep		
4200	4	no	no	no	no	47½	36	12½	\$45.00	68
4201	4	no	no	yes	no	47½	36	14	83.75	102
4202	4	no	no	yes	yes	47½	36	14	90.00	103
4220	4	yes	no	no	no	47½	36	12½	51.50	78
4221	4	yes	no	yes	no	47½	36	14	96.00	103
4222	4	yes	no	yes	yes	47½	36	14	102.00	104

Model	Shelves or Openings	Uses HOME Folders	Filing Shelf	Doors		Dimensions Outside			Price	Approx. Net Weight
				Yes—No	Locking	High	Wide	Deep		
4500	4	no	no	no	no	47½	36	15½	\$47.50	78
4501	4	no	no	yes	no	47½	36	17	96.00	103
4502	4	no	no	yes	yes	47½	36	17	102.00	104
4520	4	yes	no	no	no	47½	36	15½	53.50	87
4521	4	yes	no	yes	no	47½	36	17	107.00	112
4522	4	yes	no	yes	yes	47½	36	17	114.00	113

MODEL NUMBERS—DIMENSIONS—PRICES AND WEIGHTS

FILING SHELF—SEPARATE unit for use with receding door cabinets					
Model	Size	For use with TRACT-A-FILE Model Nos.	Price	Approx. Net Weight	
5200	Letter	3201—3202—3221—3222—4201—4202—4221—4222.....	\$23.00	25	
5500	Legal	3501—3502—3521—3522—4501—4502—4521—4522.....	25.00	27	
5700	Oversize	3721—3722.....	27.00	29	

HOME FOLDERS					
Model	Capacity	For use in TRACT-A-FILE Model Nos.	Price		Approx. Weight per M
			100	1000	
6200	Flat 1"	3220—3221—3222—3230—4220—4221—4222.....	\$15.00 30.00	\$143.00 287.00	160 170
6500	Flat 1"	3520—3521—3522—3530—4520—4521—4522.....	17.50 34.00	166.00 322.00	180 190
6700	Flat 1"	3720—3721—3722—3730.....	20.00 40.00	190.00 380.00	190 200

SHELF SUPPORTS					
Model No. 7000 RIGHT—for use with all TRACT-A-FILES.....					\$1.85 ea.
Model No. 7001 LEFT —for use with all TRACT-A-FILES.....					1.85 ea.
TRACT-A-FILE installations involving suspended or movable file cabinets or units of shelving are tailored to your individual requirements. Estimates, including installation costs, given without cost or obligation.					

SMITH'S GUIDES AND SIGNALS					
Prices		Box of 25	100 or more		
1" O-W Guides with blank tabs.....		\$1.25	\$5.00		
1" O-W Guides alphabetical—Top or Side Reading.....		1.50	6.00		
2" O-W Guides with blank labels.....		1.50	6.00		
2" O-W Guides with alphabetical labels—top reading.....		1.75	7.00		
Angle guides—40c per 100 additional					
Double grip tabs —add 25%					
Double strength guides—add 25%					
ENAMELED STEEL SIGNALS—PRICES ON REQUEST					
U.S. GOVERNMENT AGENCIES—PLEASE NOTE					
Smith Signals are available on Federal Supply Service Contract—Kindly send inquiries to us.					

PRESSURE SENSITIVE KROMEKOTE					
No. 8000—10 sheet package size 10" x 13"—Cut to desired sizes.....					\$1.75
No. 8001—100 piece package 7/8" x 6 1/4".....					\$2.00

FELT TIP PENS		FELT TIP PENS—REFILLS	
No. 8005—Black.....	\$0.69	No. 8008—Black.....	\$0.69
No. 8006—Blue.....	.69	No. 8009—Blue.....	.69
No. 8007—Red.....	.69	No. 8010—Red.....	.69

TERMS AND CONDITIONS

PRICES: F.O.B. Shipping point, and are subject to change without notice.

All orders will be acknowledged at prices prevailing at time order is received.

SHIPMENTS within radius of 150 miles of PHILADELPHIA generally shipped in padded furniture van—paper wrapped. All other shipments are packaged to comply with, or exceed requirements of applicable freight classification.

DAMAGE IN TRANSIT MUST BE REPORTED WITHIN 15 DAYS. CARRIER RESERVES RIGHT TO INSPECT

SHIPPING CONTAINER. DO NOT DISPOSE OF CARTONS PRIOR TO FILING DAMAGE CLAIM. If you have no CLAIMS DEPARTMENT TELEPHONE YOUR RAMSEY REPRESENTATIVE. He will be glad to handle your claims.

RECEIPT OF GOODS—If damage is evident on arrival—be sure to note on delivery receipt. If damage is concealed—YOU MUST retain cartons and report WITHIN 15 DAYS.

RETURN MERCHANDISE—In all cases, please obtain permission and shipping instructions.

In Summary

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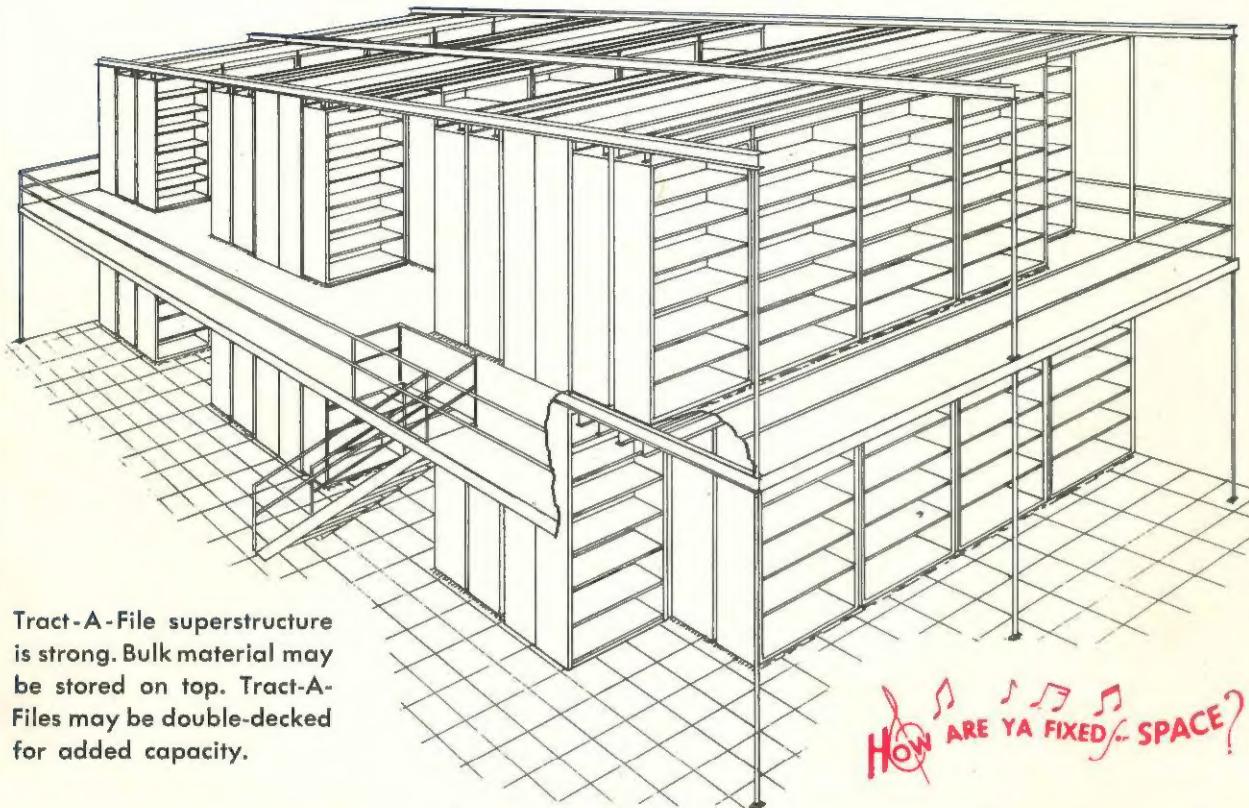
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- VISIBILITY
- CONVENIENCE
- FATIGUE REDUCTION
- LESS WALKING
- BETTER HOUSEKEEPING
- FEWER PEOPLE
- SPACE SAVING
- LOWER CAPITAL INVESTMENT
- MISFILINGS REDUCED
- LOSSES ELIMINATED



Tract-A-File superstructure
is strong. Bulk material may
be stored on top. Tract-A-
Files may be double-decked
for added capacity.

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THE TRULY MODERN APPROACH
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Please address orders and inquiries to —

Ramsey
COMPANY

116 SOUTH SEVENTH STREET
PHILADELPHIA 6, PA.
MArket 7-0879

